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PLEASE PASS TO CLO COORDINATOR, HRO, AND MO

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TAGS: AMGT, KFLO, APER

SUBJECT: E-ENTREPRENEUR SUMMER TRAINING COURSES

1. Summary. The Department of State is pleased to announce two upcoming e-Entrepreneur training courses for Eligible Family Members (EFMs) and Members of Household (MOHs) of US Government direct-hire employees under Chief of Mission authority overseas. In response to continued demonstrated interest in these courses, the Family Liaison Office is offering two sessions of the e-Entrepreneur training program this year: the first will take place from June 27-29, 2006, and the second from July 17-19, 2006.

2. E-entrepreneur training teaches participants about establishing a home-based business and starting a portable career in the field of virtual outsourcing worldwide (see program outline below). The e-Entrepreneur training sessions will be presented by StaffCentrix in Falls Church, VA, a Washington D.C. suburb. Space is limited and participation will be on a first-come, first-served basis. Applications will be accepted until classes are full (maximum 30 participants).

3. Eligibility: Applicants must be an Eligible Family Member (EFM) or a Member of Household (MOH) of a direct-hire USG employee under Chief of Mission authority overseas. Applicants must be available to participate in this training in the Washington D.C. area. The workshops will be offered at no cost, but the participating candidate is responsible for her/his own travel, meal and lodging expenses.

4. Application: Interested EFMs and MOHs can apply via StaffCentrix' website at:

<http://www.fse-Entrepreneur.com/apply.htm>

Candidates should fill out the on-line application form completely and select the desired workshop dates.

Candidate applications will be accepted until the program workshops are full. Applications for the June workshop will be accepted until June 21, 2006, and for the July workshop until July 10, 2006. The number of training

spots available is limited to 30 participants per session.

5. Program Objective and Background: Developing a portable career is a goal of many EFMs and MOHs. The objective of this program is to provide participants an introduction to building a successful, home-based business that is financially viable, portable, and personally gratifying. For interested EFMs and MOHs, a small business may create an opportunity that will overcome the career obstacles inherent with frequent moves and service at isolated posts. Virtual outsourcing is an option that has proven itself in the new "knowledge economy" and is forecasted to show tremendous growth in the future workplace.

6. The program outline is as follows:

Phase I: "Realities & Readiness" Workshop: Exploring Entrepreneurship & Self-Employment - Duration: 6.5 hours

Phase II: Family Workshop: "Preparing to Market Yourself and your services" - Duration: 4 hours

Phase III: "Launching & Marketing Your Virtual Service Practice" Workshop - Duration: 6.5 hours

Topics covered include prospective clients, effective communication, what is your professional telework field, how to make proposals and how to write a marketing plan.

Phase IV: Sustained internet-based support after the training through special website for participants, list-serve, and a new request-for-proposal service.

7. For more information or further questions about the e-Entrepreneur program, contact Jenneke Fijn van Draat at the Family Liaison Office at the Department of State by telephone: (202) 647-1076, or e-mail:

FLOAskEmployment@state.gov.